

AGENDA



Thursday, January 10, 2008

**Purchasing Office
RECOMMENDATION FOR COUNCIL ACTION****Item No. 36**

Subject: Authorize award, negotiation, and execution of a 24-month requirements service contract with JOSE E. MARTINEZ AND ASSOCIATES, LLC (MDB), Austin, TX, for public information and communications services for the Holly Power Plant decommissioning project in an estimated amount not to exceed \$233,340, with one 24-month extension option in an estimated amount not to exceed \$233,340, for a total estimated contract amount not to exceed \$466,680.

Amount and Source of Funding: Funding in the amount of \$87,503 is available in the Fiscal Year 2007-2008 Capital Budget of Austin Energy. Funding for the remaining 15 months of the original contract period and extension option is contingent upon available funding in future budgets.

Fiscal Note: A fiscal note is attached.

For More Information: Martha L. Gaines, Buyer II/322-6583

Purchasing Language: Best evaluated proposal of six proposals received.

MBE/WBE: This contract will be awarded in compliance with Chapter 2-9C of the City Code (Minority-Owned and Women-Owned Business Enterprise Procurement Program). No subcontracting opportunities were identified; therefore, no goals were established for this solicitation.

This contract will provide information and communications services to stakeholders and interested parties on the Holly Street Power Plant decommissioning project. Communications will include creating and maintaining a database of property owners with the affected project area; planning and coordinating stakeholders meetings; providing and distributing information flyers; assisting Austin Energy's Corporate Communication Division with news releases as required; provide a hotline service; and coordinating with the Environmental Protection Agency (EPA) relating to the development of a project website. The contract also includes provisions for bilingual materials/communications.

MBE/WBE solicited: 18/26 MBE/WBE bid: 2/4

PRICE ANALYSIS

- a. Adequate competition.
- b. Two hundred eighty-four notices were sent, including 18 MBEs and 26 WBEs. Six proposals were received, including two MBEs and four WBEs.

APPROVAL JUSTIFICATION

- a. Best evaluated proposal received.
- b. The Purchasing Office concurs with Austin Energy's recommended award.
- c. Advertised on the Internet.